APRSAF Side Event Guidelines

1. “APRSAF Side Event” is a meeting, a conference, a contest, an outdoor event or other similar event, relating to the peaceful uses of outer space, proposed and performed by APRSAF participating organizations, such as a ministry, space agency, university, academic society, international organization and private company. On the other hand, “APRSAF Activity” is a meeting, a conference, a contest, an outdoor event or other similar activity born in the plenary meeting, working groups or initiatives of APRSAF such as Initiative Work Shop, Water Rocket Event, etc.

2. The proposed side event should be related to APRSAF goal and objectives and to be relevant to the theme of the APRSAF annual session in any way possible. As general guidelines, side event should:
   
i. Address the common interests of the region of Asia and the Pacific
   ii. Meet the societal needs of the region; and
   iii. Be implemented through regional collaborative efforts, rather than bilateral efforts.

3. Side events should be held on any day during APRSAF annual session, and are open to all participants of APRSAF annual session but are independent from APRSAF program.

4. If the proposed event is aimed for an exclusive audience, organizers are advised to consider alternative locations outside APRSAF venue.

5. Organizations interested in requesting a side event as the host should use the APRSAF Side Event Request Form to get approval from co-organizers of APRSAF and the APRSAF Executive Committee. Upon receipt of the form, they should review the event purpose and description. As a result of the review by the host country and the Committee, the APRSAF Secretariat might decline the request.

6. All side event will appear in APRSAF announcements, but publicizing the event is the responsibility of the event organizers. Printed materials can be distributed during APRSAF annual session but the APRSAF Secretariat will authorize removal
of the materials considered to be inappropriate.

7. Side event organizers should directly request and arrange a meeting room and all equipment they need for the event to a customer service of a venue on their own. The APRSAF Secretariat will play no role in the arrangement of the venue, and all the cost of the events should be covered by the event organizers.

8. Side Event Request Form should be submitted via e-mail to the following address, about four months before APRSAF annual session. The specific submission deadline will appear in the Request Form. Requests received after the deadline will not be considered.

Asia-Pacific Regional Space Agency Forum (APRSAF) Secretariat  
Tel: +81-50-3362-5880  
Fax: +81-3-5209-3208  
E-mail: secretariat@aprsaf.org

9. Event organizers will receive written confirmation of their request if the request gets approval from the co-organizers and the Executive Committee.

For further information, please contact:

APRSAF Secretariat  
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Chiyoda-ku, Tokyo 101·8008 Japan  
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